

**MINUTES**  
**GREEN BAY HOUSING AUTHORITY**  
**Thursday, September 17, 2015, 10:30 a.m.**  
**1424 Admiral Court, Second Floor Reading Room**  
**Green Bay, WI 54303**

**MEMBERS:** William VandeCastle – Chair, Sandra Popp - Vice Chair, Brenda Goodlet, Chiquitta Cotton, and Brad Hansen

**OTHERS PRESENT:** Robyn Hallet, Noel Halvorsen, Nikki Gerhard, Kim Flom, Ka Vang, Stephanie Schmutzer.

**APPROVAL OF MINUTES:**

1. Approval of the August 17, 2015 minutes of the Green Bay Housing Authority.

S. Popp made a motion to approve the minutes from August 17, 2015, meeting of the Green Bay Housing Authority, which was seconded by B. Goodlet.

**COMMUNICATIONS:**

None

**OLD BUSINESS:**

2. Update and possible action on the status of the loan made to NeighborWorks® Green Bay for the Farmory project.

N. Halvorsen stated that NeighborWorks has begun asbestos removal, underground fuel tank removal, and various other remodeling projects on the Farmory building. They are in the process of soliciting planning services from local architectural businesses in order to carry forth their construction plans in the most resourceful manner. He added that there is a new AmeriCorps member that will be joining NeighborWorks®. AmeriCorp has helped NeighborWorks® create a volunteer program in the past. This new member will be solely dedicated to the Farmory project. The US Council of Mayors has awarded the NeighborWorks® Farmory project a grant of \$50,000. There are only six organizations that are recognized and awarded this grant annually, for their involvement in creative social projects. He added that NeighborWorks® is actively looking for various ways to increase awareness of the Farmory project.

C. Cotton made a motion to approve and place on file the status of the loan made to NeighborWorks® Green Bay for the Farmory project. Motion was seconded by W. VandeCastle. Motion carried.

3. Discussion and Award of Mason Manor Asphalt Replacement and Masonry Work for Maintenance Garage Parking Area to lowest responsive and responsible bidder(s), not to exceed \$40,000.

R. Hallet provided a written quote summary from the bid opening, explaining that the option selected will determine the low bidder, since IEI General Contractors was the low bidder for Option One, while Martell Construction are low for Option Two. She provided a brief summary of the options, stating that Option One would replace the asphalt and concrete, while keeping the current layout of the location; Option Two would include the removal of the steep incline to the dumpster and installation of a retaining wall.

C. Cotton stated that she also prefers Option Two due to the fact that it resolves other pending problems as well. S. Popp expressed agreement.

N. Gerhard asked how the project will be funded. S. Schmutzer stated that GBHA currently has \$13,000 budgeted for this project. She continued to explain that there is \$10,000 available for general concrete repairs and \$37,000 dollars available for elevator maintenance. Both of these funds can be allocated towards the Mason Manor asphalt project.

C. Cotton made a motion to accept Option Two by awarding Martell Construction the contract for the Mason Manor Asphalt Replacement and Masonry Work for Maintenance Garage Parking Area. S. Popp seconded the motion. Motion carried.

#### **NEW BUSINESS:**

4. Discussion and approval of revisions to various chapters of the Admissions and Continued Occupancy Plan.

N. Gerhard stated that there are minor changes to the various chapters of the Admissions and Continued Occupancy Plan. Many of the changes are due to regulatory changes made by HUD. She listed the specific items revised which included: the revision of the definition of a low-income family, policy changes concerning flat rents mandated under the 2014 Appropriations Act, the removal of the COP addendum due to the expiration of the temporary compliance provisions, and other various modifications and clarifications on wording. These revisions occurred in chapters: 2, 3, 4, 6, 7, 8, 9, 14, and 16. She stated that chapter 11, regarding community service, had some revisions to it as well. For instance, residents that are able-bodied and not part of a self-sufficiency program, have to provide eight hours of community service a month, totaling 96 hours a year. The recent revision allows for more flexibility for a resident to complete their required 96 hours annually. Within this revision, the GBHA staff now has to register a resident as a community service participant both initially at the application process as well as annually. The revision also went into depth with the qualifications for community service. She concluded by stating that Housing Authorities must now track community service more closely because HUD will be monitoring this more closely. N. Gerhard has made the necessary changes to the ACOP and also has the intention of including a new document to be filled out at the application period as well as for the annual recertification period.

S. Popp asked a question outside the subject at hand. She asked if the Authority admits applicants that are registered as sex offenders. N. Gerhard stated no. S. Popp further inquired if applicants that have been charged with a non-violent felony, for instance a

non-violent robbery, could still be admitted into the program. N. Gerhard replied yes. She also stated that the crime has to be violent in nature and that the applicant has to be the aggressor, in order for them not to qualify for the program. S. Popp also asked if the sex-offender's rule applied only to Brown County. N. Gerhard stated that the rule applies nationally for all Housing Authorities. She also added that if one adult family member does not qualify for the program, the rest of the family can still apply and be admitted without him/her as a household member.

N. Gerhard asked if the authority had any further questions about the ACOP changes. W. VandeCastle asked about the new language regarding divorce and custody of kids. N. Gerhard stated that this part of the revisions is still a grey area. In order to understand some of the details, the Authority played out two scenarios of divorce with children, assuming that all parties were part of the program. Regardless if joint custody is established or not, in a divorce one parent would move out and thus terminate his/her tenancy with the GBHA. This parent could reapply to the program and wait as other applicants on the waiting list. If that parent gets readmitted into the program, he/she can't include the children in his/her household if the children's names are in another participant's household. N. Gerhard explained again that this is a grey area and that all of the actions taken by the Authority are dependent upon cooperation of the parents in the program to come to a legal understanding/consensus.

W. VandeCastle asked another question regarding content on pages 14-7. N. Gerhard stated that this content is mainly referring to terminations based upon felony charges or arrests. A resident doesn't necessarily have to be charged with a felony, as an arrest carries enough legal precedent to terminate the tenant's entire household. If the household decides to exclude or remove the arrested individual from the lease, the household may stay in the program.

W. VandeCastle stated that recently a tenant of the BCHA was charged with a violation. The violation was due to the tenant housing an "unauthorized person". This "unauthorized person" moved out four months after the violation first occurred but the overpayment period was for eight months. The household is claiming that they should only have to repay for the four months after the violation occurred. W. VandeCastle stated that there was no clear language regarding this legal matter and that they have turned to HUD for insight. HUD themselves are having a hard time finding language specific to this situation.

S. Popp made a motion to approve and place on file the revisions to the various chapters of the Admissions and Continued Occupancy Plan. B. Goodlet seconded that motion. Motion carried.

5. Approval to renew the Preventive Maintenance Contract with Schindler Elevators for five years, for an estimated annual cost of \$3,000.

R. Hallet stated that the contract price has now been finalized and is at a lower price than previously. She pointed out the chart that explains the differences between the old and new contracts. The new contract would be for five years instead of three. She added that the City Purchasing Department is working with the Department of Public

Works to have this contract coincide with the Cherry Street Parking Ramp contract, for their department's own streamlining.

C. Cotton made a motion to approve the Preventative Maintenance Contract with Schindler Elevators for five years. B. Goodlet seconded that motion. Motion carried.

#### **INFORMATIONAL:**

##### **6. Report on REAC Results.**

R. Hallet explained that scores are in for both Mason Manor's and Scattered Sites' inspections. She stated that Mason Manor scored 94 and directed the Authority's attention to the bottom of the page referenced where the report provides a breakdown of the items inspected, which include: Site, Building Exterior, Building System, Common Area, and Units. N. Gerhard mentioned that staff appealed several items in the report and has been awarded points back for an inoperable window in the community room. R. Hallet explained that because of rounding, however, the score remains at 94.

R. Hallet next referred to the Scattered Sites inspection, stating that the Scattered Sites scored 73. She referenced the attachment which summarizes the deficiencies found. N. Gerhard mentioned that one of the Scattered Sites electricity had been cut off the day of the inspection; therefore the Authority failed the inspection on any items regarding lights, electrical etc. This unit significantly lowered the score for the inspection. The GBHA staff is appealing this incident due to the fact that the event was out of the control of the staff, and therefore it does not constitute any form of negligence. R. Hallet also mentioned that the weight of each item deducted may seem small, but in collection, the numbers add up. S. Popp asked about the points deducted for the storm drainage and erosion. N. Gerhard mentioned that the problem stems from a neighboring property owner directing his discharge pipe toward the Scattered Site property, causing the water to pool on the Scattered Site property. The GBHA staff intends on appealing this item as well.

C. Cotton made a motion to approve and place on file the Report on REAC Results. B. Goodlet seconded the motion. Motion carried.

##### **7. Status of Office Conversion Project.**

N. Gerhard stated that as mentioned in a previous meeting, staff has been considering expanding their office space. A two bedroom unit on the first floor has been vacated; the staff hopes to use this unit for their operational needs. Staff has brought in an architect to assess if the option is realistic, the layout of the space and costs. He will be putting sketches together. S. Schmutzer explained that funding is available through CFP and the spend down account. N. Gerhard mentioned if the move of the office is approved the current office space would be converted into an exercise room for the residents of Mason Manor.

On a separate note, W. VandeCastle mentioned that the City has approved a "Code of Conduct" for elected officials. Since none of the members of the GBHA or their staff have been elected to their positions, the "Code of Conduct" does not apply to them.

**FINANCIAL REPORT AND BILLS:**

S. Schmutzer stated that since the Authority has just begun their new fiscal year, there is not much to report. She mentioned that the only significant items are the COCC and the Revenue Bonds accounts. As approved at the previous meeting, there has been a transfer of \$300,000 from the COCC account to the Revenue Bonds account.

C. Cotton made a motion to approve and place on file the Financial Report. The motion was seconded by B. Goddard. Motion carried.

S. Schmutzer explained that she realized that last month's bills report was cut off at July 22<sup>nd</sup>, so this month's report is as of July 22<sup>nd</sup> to present.

S. Popp made a motion to approve and place on file the Bills. C. Cotton seconded that motion. Motion carried.

**STAFF REPORT:**

8. Langan Investigations report for the month of August 2015.

R. Hallet allowed the Authority to observe the Langan Investigation report themselves. She asked if any members had any questions regarding the content. There were no questions asked.

S. Popp made a motion to accept and place on file the Langan Investigation report. B. Hansen seconded the motion. Motion carried.

9. Occupancy Presentation and Report for the month of September 2015.

N. Gerhard stated that most of the vacancies are due to terminations of tenancy. She stated that staff worked with the tenants that had been defaulting on their payments, but for delinquencies that proved to be too consistent, it resulted in their terminations. The residents that were terminated due to drugs are given no such accommodations. As for the tenants that were terminated for smoking; these tenants are given three chances to improve their behavior. One of the vacancies for Mason Manor is due to a resident passing away. Two of the three upcoming vacancies for Mason Manor are due to the residents moving into a larger unit. The other is due to termination of tenancy. All of the vacancies for Scattered Sites are due to termination except for one.

W. VandeCastle wanted confirmation that the tenants that were terminated due to drug use are restricted from applying for housing assistance within the Brown County jurisdiction. N. Gerhard confirmed his assumption to be true. He also asked if former tenants terminated due to smoking could reapply to housing assistance within the Brown County jurisdiction. N. Gerhard replied yes, only if there is no money owed to the GBHA. N. Gerhard also mentioned that Housing Authorities tend to reach out to other Housing Authorities for a reference on tenants that reapply after termination.

N. Gerhard stated that the occupancy rates for Mason Manor's is 97 percent and Scattered Sites is around 89 percent. The average occupancy rate therefore is around 94 percent. N. Gerhard also mentioned that Wisconsin ranks high in the nation for occupancy rates. She also mentioned that the GBHA ranks moderately in comparison with other housing authorities in Wisconsin. She also explained that the manner in which she calculates occupancy is slightly different from HUD's because of units that are taken off line as undergoing significant rehab.

N. Gerhard continued the occupancy report with a before and after picture presentation of the vacant properties.

B. Hanson made a motion to accept and place on file the Occupancy Presentation and Report for the month of September 2015. W. VandeCastle seconded the motion. Motion carried.

#### 10. Staffing Changes

K. Flom stated that she will be resigning from her position as the Community Development Director for the City of Green Bay. She has accepted a job as the Economic Development and Planning Director for the City of De Pere. She stated although she had not originally come from a Housing background, she has learned a lot and has enjoyed working with her fellow staff.

#### 11. Lead the Way Training

R. Hallet explained the new online Lead the Way Training developed by HUD. She stated that HUD is strongly recommending current commissioners and management level staff of Housing Authorities to receive training on the functions and responsibilities of Housing Authorities. There are several different components to the training. It is still unclear to as how long the full training takes. R. Hallet suggested that the Authority and its staff could use part of the regular meetings to receive this training as a team. W. VandeCastle expressed his experience that training done collectively has proven to be more effective and beneficial to the cohesion of a team/group and promotes discussion of topics among the group members.

R. Hallet agreed to look into what needs to be done to register for the training and to report back at the next meeting.

W. VandeCastle suggested that the Authority and staff study a certain topic individually prior to the meetings and then we can discuss it each meeting. Everyone agreed this was a good approach.

S. Popp made a motion to adjourn the meeting, which was seconded by C. Cotton. The meeting was adjourned on September 17, 2015, at 11:42 am.

ZW:RAH:jd